**Getting Set Up for Diigo**

1. Have [Diigolet](http://www.diigo.com/tools/diigolet) added to bookmarks of school computers. (Or, [install Diigo Toolbar](http://www.diigo.com/tools/toolbar))
2. Teacher [sets up account in Diigo.](http://www.diigo.com/index) Then, [apply for Educator status](http://www.diigo.com/teacher_entry).
3. Teacher can create groups in Diigo for different classes. (Click on “My Groups” – “Create a Group.”
4. Click on “Invite People” on right.
5. Click on “Create Student Accounts and Add Them to the Group”
6. You can add manually, or “Import a CSV file” using [this format](http://www.diigo.com/teacher_entry/import_sample).
   1. DO NOT DELETE ANY COLUMNS – it is ok to leave email column blank. No column headings.
   2. You might have a student class list exported from IC that contains student number and name – then modify this to match the format required and save as a CSV file.
   3. Note that user name must be 6-16 characters long, begin with a letter, and is case sensitive.
   4. IMPORTANT – After you select “Upload” you will be taken to a page like this. Choose to completely disable personal profile info section.

